



## IOWA POLLUTION PREVENTION INTERN PROGRAM MEMORANDUM OF UNDERSTANDING

### Project:

**Project Start Date with Company:** May 31, 2011

**Project End Date with Company:** August 12, 2011

### Client:

**Date:**

### SUMMARY

[COMPANY NAME] has been selected by Iowa Department of Natural Resources Pollution Prevention Services to host a 2011 intern to [PROJECT DESCRIPTION].

The intern will attend a mandatory training session on May 23-27, 2011 then work full-time at the company from May 31 – August 12, 2011 unless other arrangements are made. [COMPANY NAME] will designate one employee to supervise the intern. Pollution Prevention Services will designate Field Engineer [ADVISOR NAME] as a technical advisor to the intern.

### PROJECT OBJECTIVES

*[Drawn from Project Request Form]*

### ROLES AND RESPONSIBILITIES

[COMPANY NAME] personnel shall work directly with the intern performing the tasks, as necessary, to ensure that the company's objectives are being met within the scope of this Memorandum of Understanding. In addition, the following resources/tasks shall be committed by [COMPANY NAME] personnel to help ensure overall project success:

1. **Ensure** the workplace is free of threats, intimidation, harassment or acts of violence.
2. Assure the intern works in a **safe environment**. Make certain the intern understands the hazards of chemicals and/or equipment they shall work with and understands the company's personal protection program and requirements. The company shall provide the intern with necessary **safety equipment** including reimbursement for safety glasses or goggles, hearing protection, hard hat and reimbursement for steel-toed footwear. Companies will **not** be required to provide or reimburse interns for prescription eyewear.
3. Any preemployment requirements, such as a background check, drug screen, physical or other screening are sole responsibility of the company. The Department will not conduct, require or participate in any such preemployment screenings with the sole exception that the Department will assist in providing information to intern participants of the existence of such preemployment requirements.



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4. Assign an internal project supervisor who shall provide on-going **supervision** of the intern.
5. Inform management and other employees about the intern and of the **project goals** and facilitate **employee cooperation** with the intern to ensure that the intern receives the information and assistance needed for the project.
6. **Review** project progress on a regular basis. Periodically consult with the Pollution Prevention Services regarding project development and status, and satisfaction with the intern's work.
7. Develop a **work plan/timeline** for the project in conjunction with the intern.
8. **Notify** Pollution Prevention Services immediately of any change to the scope of the focus project prior to or during the intern's tenure.
9. Provide the intern with **tools** to work, including a **desk** or worktable, a **telephone**, a **computer with internet** access and e-mail account and **access to a fax machine**. Tools shall be available upon the intern's arrival to the work-site on May 31, 2011.
10. The company shall **provide transportation** or mileage reimbursement at the standard company rate for any travel required by the intern on behalf of the company, such as reporting to a different worksite other than that designated in the original proposal or tasks completed for the convenience of the company.
11. At the end of the internship, **proofread** the case summary for accuracy and company confidentiality standard and **provide edits** to Pollution Prevention Services within 5 business days of receipt. The case summary will be published.
12. **Complete** the evaluation form regarding the intern's performance and the Pollution Prevention Intern Program in general at the conclusion of the project.
13. For pollution prevention measures achieved as a result of the intern program, **facilitate** follow-up site visits at six-month intervals by a Pollution Prevention Services technical advisor and **provide status** updates to recommended and implemented projects, as requested.
14. **Implement** cost-effective pollution prevention measures identified by the student, where feasible.

### INTERN PARTICIPATION

The intern will act as the project lead during this project. He/she will be expected to:

1. Respect **all aspects of confidentiality** regarding the company's processes and products.
2. Follow established **company policies and regulations** while working at the company.
3. Exercise good judgment in the work environment in matters of **safety and health** and inquire as needed to clarify proper operating procedures. Follow existing company policies in the use of required equipment for safety or personal protection.
4. Provide Central Office with proof of health insurance and maintain such insurance throughout the internship.
5. Agree upon and adhere to a **work schedule** with the company supervisor and program advisor.



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6. Develop a **work plan/timeline** for the project in conjunction with the company supervisor.
7. Prepare short **weekly progress reports** for Pollution Prevention Services Intern Program coordinator, project advisor and company supervisor.
8. Review project progress with the **company supervisor** on a regular basis.
9. Make certain that any **options** recommended for implementation have been researched carefully.
10. Deliver a **final report and case summary** by the end date of the intern project.
11. **Present project results** to company management and to Pollution Prevention Services staff.

### POLLUTION PREVENTION SERVICES PARTICIPATION

A Pollution Prevention Services Field Engineer will act as project advisor during this project. He/she will:

1. Maintain regular **contact** with the intern including **on-site visits** to assess progress on the project and ensure focus on the primary project.
2. Provide **guidance** in collection of technical information, offer resource leads and assist the intern with identifying waste reduction opportunities.
3. Periodically consult with the **company supervisor** regarding project development and status, and satisfaction with the intern's work.
4. **Review** intern's final presentation, project report and case study.
5. Provide follow-up **technical assistance** as needed to support implementation of Pollution Prevention measures.

Pollution Prevention Services will:

1. **Recruit and hire** qualified junior or senior college undergraduate students or graduate level students.
2. Provide the Intern with project specific **training** for completing assessments and integrating Pollution Prevention methodologies.
3. Provide the Intern with a **technical advisor** through out the project.
4. Provide the intern with **financial support** and workmen's compensation for full-time work for the duration of the internship, including reimbursement of approved expenses.
5. **Distribute** an aggregate of measurements gained as a result of all projects.
6. **Publish** and distribute project case summaries of all Pollution Prevention intern projects.



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## PUBLIC DISCLOSURE INFORMATION

Pursuant to Iowa Code 455B.484A, services provided by Pollution Prevention Services, a program of the Iowa Department of Natural Resources, Environmental Services Division are considered confidential. To comply with both Iowa Code and Public Record Laws, in addition to this Memorandum of Understanding, your signature is requested on Appendix A, as approval of your company name and a single line project description.

Company name and project description as approved on appendix A will be used for satisfying reporting requirements and public inquiries for the 2011 Pollution Prevention Intern Program.

## MEMORANDUM OF UNDERSTANDING

[COMPANY NAME] agrees to the conditions of the Pollution Prevention Services intern project as outlined above through project description and the participants' roles and responsibilities. Please sign and date.

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NAME OF PERSON TO SUPERVISE, TITLE, COMPANY DATE

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NAME OF PERSON WITH AUTHORITY TO APPROVE DATE  
IMPLEMENTATION, TITLE, AUTHORITY

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JEFFREY FIAGLE DATE  
POLLUTION PREVENTION SERVICES EXECUTIVE OFFICER  
POLLUTION PREVENTION SERVICES  
ENERGY AND WASTE MANAGEMENT BUREAU

**THE STATE OF IOWA SHALL NOT BE LIABLE FOR THE ACTS OR OMISSIONS OF ANY  
INTERN PARTICIPATING IN THIS PROGRAM.**



# IOWA POLLUTION PREVENTION INTERN PROGRAM MEMORANDUM OF UNDERSTANDING

## APPENDIX A

Company Name:

Project Description:

[COMPANY NAME] agrees to the accuracy of the above information and hereby grants permission to the Iowa Department of Natural Resources and Pollution Prevention Services to publicly refer to the 2011 Intern Project at [COMPANY NAME] as stated above.

\_\_\_\_\_  
NAME OF PERSON WITH AUTHORITY TO APPROVE  
RELEASE, TITLE, AUTHORITY

\_\_\_\_\_  
DATE

**OR**

[COMPANY NAME] agrees to the accuracy of the information and hereby grants permission to the Iowa Department of Natural Resources and Pollution Prevention Services to publicly refer to the 2011 Intern Project at [COMPANY NAME] as revised below.

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NAME OF PERSON WITH AUTHORITY TO APPROVE  
RELEASE, TITLE, AUTHORITY

\_\_\_\_\_  
DATE